

From: [Leos, Valmichael](#)
To: [Gilmore, Cathy](#)
Subject: RE: timekeeping concern
Date: Thursday, November 20, 2014 3:43:00 PM

Ok. Need to get NG people plus code from Lance Nixon or Marvin on Cedar Chemical and I will go back and amend old timecards for San Jacinto and Donna.

Sincerely,

Valmichael Leos
Remedial Project Manager
U.S. Environmental Protection Agency Region 6
O: 214-665-2283
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From: Gilmore, Cathy
Sent: Thursday, November 20, 2014 3:19 PM
To: Leos, Valmichael
Subject: FW: timekeeping concern

Valmichael,

We really need to be recording site specific hours. Please amend as needed.

Cathy

From: Delgado, Stephanie
Sent: Thursday, November 20, 2014 3:13 PM
To: Gilmore, Cathy
Cc: Meyer, John
Subject: timekeeping concern

Hi Cathy.

I just wanted to bring something to your attention as timekeeper for Valmichael Leos.

I notice that Valmichael does not record site hours worked, even when he is recording up to 32 hours a pay period, working Flexiplace/Regular.

I don't remember when Valmichael came back to 6SF-RL officially, just that my notes from our management meetings have that he was coming back in August 2014.

I checked People Plus starting from pay period (July 27 – August 9, 2014) to this last pay period (November 2 – 15, 2014).

Valmichael has only recorded 40 hours of site charges during this time and none of the hours were recorded on the days that he was working Flexiplace.

Patti submits the site charging reports for Pam and I just know that this will stand out to her.



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Thank you for your time.

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*Stephanie Delgado*  
*U.S. Environmental Protection Agency*  
*Superfund Division (6SF-R)*  
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